UNITED
NATIONS

A

General Assembly

Distr.
GENERAL

A/CONF.147/INF.2
14 August 1990

ENGLISH AND FRENCH ONLY

# SECOND UNITED NATIONS CONFERENCE ON THE LEAST DEVELOPED COUNTRIES

Paris, 3-14 September 1990

## INFORMATION FOR PARTICIPANTS

GE.90-52071

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READEX

## 1. Date and place of the Conference

In its resolutions 42/177, 43/186, 44/220 and 44/241, the General Assembly accepted the generous offer made by the Government of France to host the Second United Nations Conference on the Least Developed Countries, to be held in Paris from 3 to 14 September 1990, preceded by a two-day consultation among senior officials on 30 and 31 August 1990.

The pre-Conference consultation will open at 11:30 a.m. on Thursday, 30 August at the Headquarters of the United Nations Educational, Scientific and Cultural Organization (UNESCO), 125 Avenue de Suffren, 75007 Paris.

The Conference will open on Monday, 3 September 1990 at the headquarters of UNESCO, 125 Avenue de Suffren, 75007 Paris, and will be preceded by an inaugural ceremony hosted by the Government of the French Republic, also at UNESCO, which will begin at 3:30 p.m..

## 2. Participation in the Conference

In accordance with the provisions of General Assembly resolution 44/241 of 17 May 1990, invitations to the Conference have been sent to:

"(a) All States Members of the United Nations and members of the specialized agencies;

(b) Representatives of organizations that have received a standing invitation from the General Assembly to participate, in the capacity of observers, in the sessions and the work of all international conferences convened under its auspices to participate in the Conference in that capacity, in accordance with General Assembly resolutions 3237 (XXIX) of 22 November 1974 and 43/177 of 15 December 1988;

(c) Representatives of the national liberation movements recognized by the Organization of African Unity in its region to participate in the Conference in the capacity of observers, in accordance with General Assembly resolution 3280 (XXIX) of 10 December 1974;

(d) All executive heads of the specialized agencies and the International Atomic Energy Agency, as well as other organs of the United Nations;

(e) Intergovernmental organizations in consultative status with the United Nations Conference on Trade and Development, which should be represented by observers at the Conference;

(f) Non-governmental organizations in consultative status with the United Nations Conference on Trade and Development and the Economic and Social Council, which should be represented by observers at the Conference;".

## 3. Hotel accommodation

All information and enquiries regarding accommodation for delegations of the 41 least developed countries should be addressed to the Ministry for Foreign Affairs (Protocole), 37 Quai d'Orsay, 75700 Paris.

A note verbale regarding hotel accommodation for other delegations was sent to their respective embassies on 11 May 1990 by the French authorities.

As of 29 August 1990, the French National Information Desk in the Main Foyer of the UNESCO Building will be open.

## 4. Visa requirements

Before their departure for France participants are requested to obtain entry visas from French diplomatic or consular establishments. In order to facilitate the issuance of entry visas, participants should accompany their applications for visas by a note from the Government or organization they are representing. Participants are also advised to obtain, where necessary, transit visas for places en route to Paris before commencement of their journey. Particulars regarding these visa requirements can be obtained from the airlines by which participants intend to travel.

Participants coming from countries where there are no French diplomatic or consular establishments are advised to approach the nearest such establishment, or cable the French National Secretariat (Ministère des affaires étrangères, NUOI, Secrétariat PMA) indicating date, flight number and time of arrival so that a visa can be issued on arrival. This cable should be sent at least 14 days in advance to enable the Ministry to make arrangements for entry with immigration officials.

## 5. Health requirements

At present, there are no specific health requirements for entry into France. However, participants are advised to consult their national health authorities on any special regulations that may be in force at the time of the Conference.

## 6. Climate and clothing

Paris in September is normally mild with an occasional shower. Medium weight clothing will, therefore, be sufficient.

## 7. Voltage

Electricity in Paris is generally 220 volts (50 cycles).

## 8. Currency

The French currency unit is the French franc, made up of 100 centimes. Notes are issued in denominations of 20, 50, 100, 200 and 500 francs, and coins of 1, 2, 5 and 10 francs and of 5, 10, 20 and 50 centimes.

Foreign currency may be exchanged at any of the numerous commercial banks and at most hotels.

The Société Générale, which has a branch on the first floor of the UNESCO Secretariat Building, handles all ordinary banking and exchange operations.

Banking hours: Monday to Saturday from 9:00 a.m. to 5:00 p.m.

## 9. Arrival at Paris

Ground personnel at both Charles de Gaulle and Orly airports have been given special instructions to facilitate the reception of delegations on arrival and departure.

The date of arrival and flight number of Heads of State or Government and Heads of delegation should be communicated directly to the Ministry for Foreign Affairs (Protocol), and to the UNCTAD conference secretariat at UNESCO.

This is in addition to the official notification to the secretariat of the Conference by governments/organizations of the composition of their delegations.

## 10. Means of access to Conference premises

Underground ("Metro") stations in order of distance from UNESCO

**Segur** (line 10: Boulogne - Gare d'Austerlitz)
**Cambronne or Sèvres Lecourbe** (line 6: Etoile - Nation)
**Ecole Militaire** (line 8: Créteil - Place Balard)

The last train leaves the terminus at 00:45.

Bus

Lines passing close to UNESCO are as follows:

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| **Line 28:** | Gare Saint-Lazare - Porte d'Orléans |
| **Line 49:** | Gare du Nord - Porte de Versailles |
| **Line 80:** | Mairie du 15$^{e}$ - Mairie du 18$^{e}$ |
| **Line 82:** | Gare du Luxembourg - Neuilly (Hôpital Américain) |
| **Line 87:** | Champ de Mars - Porte de Reuilly |
| **Line 92:** | Gare Montparnasse - Porte de Champerret |

## 11. Car park

A limited number of parking spaces will be reserved for delegations in the UNESCO area. Special parking stickers may already be obtained from the Ministry for Foreign Affairs (Protocol).

As from 29 August, these special stickers will be issued to delegations upon request by the Security Service at 125 Avenue de Suffren.

## 12. Registration and accreditation

In order to gain access to UNESCO headquarters, and to the conference rooms, participants will be required to show their passes. To obtain this pass, which should be worn at all times, participants should register at the Registration Desk in the UNESCO building (Avenue Suffren entrance) which will be open for advance registration from Wednesday, 29 August 1990. The process of registration would be greatly facilitated if one member of each country delegation could be designated to register all its members. Other participants are requested to register in person. Press and NGO accreditation will take place in the Hall Segur, near the Fontenoy entrance at UNESCO from 29 August 1990.

For purposes of formal accreditation and the preparation of the official list of participants in the Conference, the credentials of representatives and the names of alternate representatives and advisers of delegations should be communicated in writing before 17 August 1990 to the Secretary-General of the Conference, Meetings and Credentials Unit, UNCTAD, Palais des Nations, CH-1211 Geneva 10. Communications sent after 18 August 1990 should be addressed to the Meetings and Credentials Unit of the United Nations Conference on the Least Developed Countries, Salle Monaco, UNESCO, 125 Avenue de Suffren, 75007 Paris.

The attention of Governments of States participating in the Conference is drawn to rule 3 of the provisional rules of procedure of the Conference, which provides that the credentials of their representatives are to be issued either by the Head of State or Government or by the Minister for Foreign Affairs or by the Permanent Mission to the United Nations of the State at Geneva upon the explicit authorization of the Head of State or Government or the Minister for Foreign Affairs.

## 13. Conference rooms

Plenary meetings will be held in the Plenary Hall (Salle 1) of the UNESCO building.

Meetings of the two main Committees will be held in Conference Room II and XII of the UNESCO building.

## 14. Seating arrangements

The inaugural ceremony and the opening of the Conference will take place on 3 September in Conference Room I. Invitations to the inaugural ceremony will be issued by the Ministry for Foreign Affairs (Protocol).

Arrangements will be made to provide additional seating in Conference Room II with a closed circuit television relay.

Seats will be limited to two per delegation with two behind, and one per United Nations organization, specialized agency or intergovernmental organization. A limited amount of seats will be available for non-governmental organizations.

Delegates are reminded that in all organs of the Conference, seats for Member States will be arranged in alphabetical order of their name in French, starting with Ethiopia, whose name has been drawn by lot.

## 15. Meetings facilities

The Conference has available to it three six-language teams of interpreters and a caucus team permitting three simultaneous official meetings each morning and afternoon. Within the limits of the space and services available, every effort will be made to accommodate groups of delegations which may wish to meet informally. Requests for such meetings should be made to the Meetings Programming Office (Salle III) in the main foyer in UNESCO.

## 16. Daily schedule of meetings

The daily schedule of meetings will be announced in the Journal of the Conference, on notice boards near the Registration Desk and by means of a closed-circuit television system.

## 17. Admission of the public to meetings

It is expected that plenary meetings of the Conference will be public, unless otherwise decided. There will be a limited amount of seats for the press and public in the gallery of the Plenary Hall.

Daily admission passes for visitors to plenary meetings may be obtained on personal application to the Conference Registration Desk, and will be issued on a first-come-first-served basis. Visitors' identity documents will be retained for the period of their visit.

## 18. Documentation

The documentation of the Conference, which will be issued in Arabic, Chinese, English, French, Russian and Spanish, consists of:

(a) Pre-session documents, which will have been distributed before the opening of the Conference. All delegations should bring their copies of pre-session documentation with them, as in Paris they will be entitled to receive only a limited amount of complete sets of the pre-session documentation, in the language of their choice. Subsequent requests for pre-session documents will be met as long as stocks permit. A limited number of copies of pre-session documents more specifically related to the agenda item under discussion in a meeting room will also be available in that room.

(b) In-session documents, which will, in accordance with instructions received from delegations, be distributd to them in the number of copies and the language of their choice through their respective "pick-up boxes" at the Documents Distribution Counter in the Hall in the first basement underneath the Registration/Information Desk.

In addition, a limited amount of copies of background documentation will be available at the Conference. Delegations are urged to keep their requests for such documentation to the minimum.

The Documents Distribution Counter will be open from 29 August until the afternoon of 15 September 1990.

19. Distribution of statements delivered in the general debate

Texts of policy statements delivered in the general debate which are remitted to the secretariat will be reproduced and distributed during the Conference in the form and language(s) in which received. The secretariat will not have facilities for the typing and/or translation of such statements.

20. Interpretation

Simultaneous interpretation will be provided in Arabic, Chinese, English, French, Russian and Spanish for official meetings.

Any representative may, in accordance with rule 53 of the provisional rules of procedure of the Conference, make a speech in a language other than the above six languages. In this case, he shall himself provide, either interpretation services, or a written text of the speech in one of those six languages. Interpretation into the other five languages of the Conference may be based on the interpretation or translation supplied by the representative.

It would assist the interpreters if fifteen (15) copies of statements to be delivered in Plenary could be provided in advance to the Conference Room Officer.

21. Sound recordings

Sound recording will be made of the public meetings of the Conference. Delegations may, on a cost basis, obtain copies of recordings of statements they have made in public meetings. Limited facilities will also be available for video recordings. Enquiries should be addressed to the Meetings Programming Office, Salle III.

22. Facilities for information media

The Press Area is located in the Hall Miro of the UNESCO building and is equipped with typewriters, telephones, telex, telefax and closed circuit television.

Room IX at UNESCO has been earmarked for press conferences and briefings.

Until 24 August 1990 enquiries about press accreditation should be addressed to the Information Officer, Least Developed Countries, Department of Public Information (DPI), United Nations, New York. From 27 August onwards they should be addressed to the Conference Information Service in the Press Area.

The offices of the press, radio, television and other personnel attached to the Information Service for the Conference are located in the Hall Miro and the Salle des pas perdus.[1/] The function of the Information Service is to

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1/ The Information Service for the Conference, as distinct from the Conference Information Desk; the latter, situated in the main lobby of the UNESCO building, will provide general information about conference facilities and services.

help meet the needs of the information media. However, it is willing to assist government delegations in various ways, provided that staff and facilities are available and requests are made in adequate time, for example in:

- the convening of press conferences and briefings;
- the distribution of texts of statements and background material to accredited correspondents (provided that copies in sufficient numbers and appropriate languages are delivered in time to the Information Service by the delegations concerned);
- the announcement on the bulletin board in the Press Area of meetings to which accredited correspondents are invited;
- the conveying of important messages to individual accredited correspondents.

Copies of all press releases will be included among the documents distributed to delegations.

## 23. UNCTAD Protocol Office

The UNCTAD Protocol Office for the Conference will be located in the Conference area of the UNESCO building.

The functions of the Protocol Office are:

- to maintain liaison with the National Protocol Office;
- to advise on matters of protocol and precedence;
- to maintain a calendar of events and to assist delegations in co-ordinating their schedule of social functions in order to avoid overlapping.

## 24. Meals and refreshments

All participants, including Press and NGOs, will have access to the UNESCO restaurant, cafeteria and bar facilities.

## 25. Office space for delegations

It will not be possible to provide office space for delegations in the Conference premises. Delegations requiring office space should take this into account in reserving hotel accommodation.

## 26. Secretarial services for delegations

The customary photocopying facilities will be available to delegates. Information regarding external secretarial services on a commercial basis may be obtained at the French National Information Desk.

## 27. Delegates' mail

Delegations are strongly urged to have their personal mail addressed to their hotels. Any personal mail addressed to the Conference will be distributed by the Conference Registration Desk. To facilitate such distribution participants are requested to arrange that such communications are clearly marked with: (a) the name of the person, and (b) of the delegation, and addressed as follows:

SECOND UNITED NATIONS CONFERENCE ON THE LEAST DEVELOPED COUNTRIES
c/o Conference Registration Desk (Salle Monaco)
UNESCO
125 Avenue de Suffren
75007 Paris, France

## 28. Postal, telephone, cable and telex services

A post office will be set up in the first basement, in the Mall, of the UNESCO building. Opening hours will be from 9:00 a.m. to 7:00 p.m., Monday to Saturday, from 30 August to 15 September.

The press telecommunications centre will be open as from 30 August to 15 September every day, including Saturday and Sunday, from 9:00 a.m. to 9:00 p.m.

A telephone switchboard will be available for participants at UNESCO.

Local calls to the Paris area can be made from most telephones in the Conference Centre. For such calls dial "0" and then the number required.

## 29. First aid

A medical service to provide first-aid treatment will be installed in the Hall Miro. In case of emergency, an ambulance will be standing by permanently.

## 30. News-stand

Local and foreign newspapers, magazines and periodicals may be purchased at the news-stand in the UNESCO secretariat building.

## 31. Lost property

Enquiries regarding lost property should be addressed to the UNCTAD Security Office of the Conference (Salle III).

## 32. Travel services

There is a travel agency on the first floor of the UNESCO secretariat building. The opening hours are: Monday to Saturday from 9:00 a.m. to 6:00 p.m..

## 33. National Secretariat

The Government of the French Republic has established a French National Secretariat for the Conference, which is responsible, in consultation with the Secretary-General of the Conference, for the administrative and personnel arrangements required for the functioning of the Conference.

The National Secretariat will also be at the disposal of participants to facilitate any contacts which they may wish to have with French departments or services.

The National Secretariat will have an information desk in the main foyer of the UNESCO building.

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